

(b) The Deputy Administrator or the Director, Office of Executive Administration shall initiate a damage assessment whenever there has been a compromise of classified information originated by the Commission that, in his judgment, can reasonably be expected to cause damage to the national security. Damage assessments shall be in writing and shall conform to the guidelines established by the Information Security Oversight Office, as provided in 32 CFR 2001.47(b).

(c) Nonrecord classified information that has served its intended purpose shall be destroyed in accordance with procedures and methods approved by the Deputy Administrator or the Director, Office of Executive Administration. The method of destruction selected must preclude recognition or reconstruction of the classified information or material.

(d) The Office of Executive Administration is the only office within the Commission authorized to destroy classified documents which have been recorded as received and assigned a control number.

[53 FR 7894, Mar. 11, 1988, as amended at 56 FR 59884, Nov. 26, 1991]

§ 60.18 Procedures for receiving and transmitting classified documents.

(a) The procedures for handling classified documents received by any person or unit of the Panama Canal Commission shall be as follows:

(1) All classified documents received by any person or unit of the Commission shall be immediately delivered to the Office of Executive Administration. Personnel of the Office of Executive Administration shall receipt for and record all classified documents received from outside agencies (except that those officials listed in § 60.4(a) of this part may receipt for classified documents from outside agencies, and then forward them to the Office of Executive Administration, in person or by an authorized representative).

(2) The receipted documents shall be permanently recorded by the Office of Executive Administration, at which time accountability for these documents shall be assumed by that office.

(3) When classified documents addressed to an individual in the Panama

Canal Commission are received by the Office of Executive Administration, the addressee shall be notified by telephone that such classified matter is awaiting him; or the classified documents may be transmitted as provided in paragraph (c) and (d) of this section. When the addressee picks up the classified documents, all items shall be recorded on an individual classified documents register furnished by the Office of Executive Administration; one copy is to be permanently retained in the library, and one is to be furnished to the addressee, or his authorized representative, who shall sign for the documents opposite each item on the register. This method of transfer may be utilized in lieu of a receipt.

(b) When any unit of the Panama Canal Commission prepares a document which is to be classified Secret or Confidential for transmission to other offices of the Commission, the procedure shall be as follows:

(1) Prepare sufficient copies of the document for whatever distribution is required, and one additional copy for file in the Office of Executive Administration.

(2) Forward draft copies, handwritten copies, and carbons to the Office of Executive Administration for retention or destruction under established procedures.

(i) In addition, all portions of electric typewriter ribbons used in the preparation of classified material must be destroyed in the same manner. Reusable cloth typewriter ribbons must be protected if used for preparation of classified material on the first pass through typewriter.

(ii) Classified material may not be entered into electronic equipment with memory capability, such as word processors, computers, personal computers, memory typewriters and other similar equipment, *unless* specific, written permission is obtained in advance, for each specific piece of equipment or system, from the Office of Executive Administration.

(3) Bring all copies of the document to the Office of Executive Administration. Copies shall be securely fastened underneath a cover sheet of the classification recommended by the originator.

(4) At the direction of the Director, Office of Executive Administration, the proper classification, short title, and serial number shall be assigned to each document, and an accountability stamp shall be placed on each copy.

(5) All classified documents shall be appropriately and conspicuously marked to put all persons on clear notice of their classified content. In addition, all classified documents shall be marked to indicate the downgrading-declassification schedule to be followed in accordance with § 60.9.

(6) The documents shall be recorded in the permanent documents log. The accountability for the documents passes from the originator to the Office of Executive Administration at this point.

(7) Distribution of the remaining copies shall be made according to the procedures covered in paragraphs (a)(3), (c) and (d) of this section. The number of copies of documents containing classified information shall be kept to a minimum to decrease the risk of compromise and reduce storage costs.

(c) When any unit of the Panama Canal Commission transmits documents or information classified Top Secret to other offices of the Commission, or any classified documents or information to any agencies or units other than the Commission, the procedure for handling such information shall be as follows:

(1) The documents or information shall be enclosed in opaque inner and outer covers before transmitting. The inner cover shall be a sealed wrapper or envelope plainly marked with the assigned classification and addresses of both sender and addressee. The outer cover shall be sealed and addressed with no identification of the classification of its contents.

(2) A receipt shall be attached to or enclosed in the inner cover. The receipt shall identify the sender, addressee, and the document, but shall contain no classified information. It shall be immediately signed by the recipient and returned to the sender.

(d) When the Commission transmits classified documents or information to any agency other than the Commission, or documents or information classified Top Secret to other offices of the

Commission, one or more of the following methods shall be used:

(1) By specifically designated personnel having the appropriate security clearance;

(2) By State Department diplomatic pouch;

(3) By messenger-courier system specifically created for that purpose;

(4) Over authorized secure communication circuits.

(e) Secret and confidential documents or information may also be transmitted by the following methods:

(1) As provided in paragraph (c) of this section, if transmittal is to be within the Commission;

(2) By U.S. registered mail through Army, Navy, or Air Force Postal Service facilities provided that the information does not at any time pass out of U.S. citizen control and does not pass through a foreign postal system; or

(3) Under escort of appropriately cleared personnel aboard U.S. Government and U.S. Government-contract vehicles or aircraft, ships of the United States Navy, civil-service-manned U.S. Naval ships, and ships of U.S. Registry. Operators of vehicles, captains or masters of vessels, and pilots of aircraft who are U.S. citizens and who are appropriately cleared may be designated as escorts.

§ 60.19 Reproduction of classified documents.

(a) Top Secret documents may not be reproduced without the consent of the originating agency unless otherwise marked by the originating office. The reproduction of Secret and Confidential documents may be restricted by the originating agency. Reproduced copies of classified documents are subject to the same accountability and controls as the original documents.

(b) The Office of Executive Administration is the only office within the Panama Canal Commission authorized to reproduce documents which have been classified. Other offices within the Panama Canal Commission which require the reproduction of classified documents shall take them to the Office of Executive Administration,